



## Job Announcement

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<b>Opening Date:</b>	November 4, 2010	<b>Closing Date:</b>	November 12, 2010
<b>Job Title:</b>	Administrative Assistant III	<b>Position Type:</b>	Regular
<b>PIN:</b>	000793	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 9, Harford County District Court Bel Air, Maryland	<b>Grade/Entry Range:</b>	J8, \$32,026 - \$38,033 (Depending on Qualifications)

**Regular State employees subject to promotion/demotion policy.**

**Essential Functions:** Performs a wide variety of secretarial, administrative and human resources duties for the Administrative Clerk, Judges and Supervisors to ensure efficient operation of the District Court for Harford County. Primary function is to serve as Administrative Assistant to the Administrative Clerk preparing and processing various reports, forms, records, correspondence, memorandums and other documents. Keeps accurate and efficient files on all aspects of management used by the Administrative Clerk. Serves as Human Resources Liaison and performs a full range of Human Resources functions such as advising management on proper procedures and steps to be followed concerning personnel issues, completing and submitting required forms for personnel actions, conducting new employee orientations and explaining payroll processes. Serves as health benefits and retirement coordinator. Maintains office supply inventory and distributes supplies as required. Initiates, prepares and places purchase orders for all office supplies, equipment and furniture. Reconciles invoices against purchase orders and prepares and sends reports as necessary. Maintains all office equipment. Serves as main CourtSmart Administrator for District. Serves as Caseflow Administrator for yearly Caseflow Project. Responsible for invalidation of traffic bench warrants over 3 years old when requested by Administrative Judge. Custodian of petty cash fund. Sends out office mail daily. Serves as backup to Judges' Administrative Assistant.

**Education:** Graduation from an accredited high school or possession of a high school equivalency certificate.

**Experience:** Three years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

**Notes:** Applicants may substitute an Associate Degree from an accredited college for two years of the required experience. Completion of a legal secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

**Preferred:** Court experience. Human Resources experience.

**Skills/Abilities:** Excellent computer skills, proficiency in use of information management systems to maintain and track data and to generate reports. Ability to learn and apply Human Resources related practices, policies, procedures. Excellent communication skills to include correct use of grammar, spelling, syntax and punctuation. Excellent interpersonal skills, including ability to interact with all contacts using tact and patience. Ability to maintain confidentiality. Proficiency in the use of a variety of software applications such as database, spreadsheets, word processing, e-mail and internet. Ability to learn and utilize CourtSmart. Ability to work as a team member as well as independently. Ability to pay attention to detail and to organize and prioritize work. Ability to establish and maintain harmonious working relationships with all court personnel. Ability to type and enter data, as demonstrated by completion of a typing or alphanumeric data input test. Ability to perform the essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume stating position title, PIN number, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.